



WISCONSIN

DEPARTMENT OF WORKFORCE DEVELOPMENT

Division of Economic Support
Bureau of Welfare Initiatives

**TO: Economic Support Supervisors
Economic Support Lead Workers
Training Staff
FSET Administrative and Provider Agencies
Child Care Coordinators
W-2 Agencies**

BWSP OPERATIONS MEMO

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Non W-2 [] W-2 [X] CC []

PRIORITY: High

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SUBJECT: EDUCATIONAL NEEDS ASSESSMENT

CROSS REFERENCE: W-2 Manual, Chapters 5, 7 and 8

EFFECTIVE DATE: January 1, 2000

PURPOSE

This memo details the requirement found in s.49.147(1m), Wis. Stats., as created by 1999 Wisconsin Act 9, the 1999-2001 Biennial Budget, that requires W-2 agencies to conduct an educational needs assessment for any person assigned to an Unsubsidized Employment or Trial Job placement.

POLICY CHANGE

All W-2 employment position participants, including those working in unsubsidized positions, may participate in education and training.

Effective with the 2000-2001 W-2 contract, the FEP must conduct an educational needs assessment for any individual for whom they determine that the appropriate placement is Unsubsidized Employment or a Trial Job.

Unsubsidized Employment

Unsubsidized employment is the highest and most desirable rung on the W-2 employment ladder. The FEP must first consider Unsubsidized Employment for all W-2 applicants. If an applicant is employed or has a strong employment history and skills, the applicant may be placed on the Unsubsidized Employment (UE) rung of the W-2 ladder.

Unsubsidized Employment includes:

- Unemployed Individuals Capable of Obtaining Employment (CMS)
- Individuals Working in Unsubsidized Employment (CMU)
- Employed Individuals Previously Assigned to a Subsidized Employment Position (CMF)

Regardless of the type of Unsubsidized Employment, the FEP must determine if an individual placed in UE is in need of basic education services.

Trial Job

A person placed in a Trial Job may have some of the following characteristics:

- Capable of working and has a willing attitude
- Has basic skills and/or education, but lacks sufficient work experience or skills to meet employer requirements, and the employer agrees to provide the experience or training required;
- Has little or no recent work experience or a poor work history, but the employer is willing to provide an opportunity and train the participant.

If the FEP determines that a Trial Job is the most appropriate placement for an individual, they must also assess the individual's need for basic education.

Employability Plan

If the individual is in need of basic education, including a course of study meeting the standards established for the granting of a declaration of equivalency of high school graduation, and the individual wishes to pursue basic education, the activity must be included in the individual's Employability Plan (EP).

Basic education activities identified may include:

- Writing skills;
- Math skills;
- Improving literacy;
- Remedial education
- HSED/GED preparation classes;
- English-as-a-Second Language (ESL)

W-2 agencies must pay for the basic education services identified in the EP.

SUMMARY

Section 49.147(1m), Wis. Stats., requires that W-2 agencies conduct an educational needs assessment of individuals deemed appropriate for placement in Unsubsidized Employment or a Trial Job. Agencies must include basic education activities on the EP and pay for these services if the individual chooses to pursue them.

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